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14 FEB 1958

MEMORANDUM FOR: Chairman, CIA Career Council

SUBJECT: Report on Individual Development Planning Program

1. The following information is submitted in conformance with the request for a report on the subject of individual career development plans within the Personnel Career Service.

2. Attached is a copy of [REDACTED], dated 13 October 1955 which establishes the individual Career Planning Program for the Personnel Career Service, and presents procedures for the preparation, review, and approval of such plans. Also attached is a copy of the letter initiated by the Office of Personnel Career Management Officer requesting SP employees to prepare their individual career plans.

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3. Statistical data concerning the Career Planning Program is as follows:

a. Number of plans currently completed - 0.

b. Number of plans currently in process - [REDACTED]

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c. Number of plans scheduled - approximately [REDACTED]

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4. It is expected that practically all SP employers who are members of the Career Staff will be asked to prepare individual Career Plans. There will probably be a very few employees who will not be asked to prepare their individual Career Plans due to the particular specialized nature of their work, or due to certain personal limitations of the individual in question.

5. In terms of Plans in process, it is our intention to provide for Career Service review a "cross section" of different types of Plans from diverse physical locations in the agency. It is expected that once a sufficient number of Plans currently in process are received, a general "go ahead" will be given by the Personnel Career Board in order to apply more rapidly the individual Career Planning Program throughout the SP Career Service. It is contemplated that following consideration of Plans "currently in process" that priority will be given to

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Career Plans on the GS-11 and GS-12 level. It is felt that these particular grades are most critical, and demanding of higher priority.

6. Individual Career Plans will be maintained by the Career Management Officer assigned to the Office of the Director of Personnel.


Harrison G. Reynolds
Director of Personnel

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Attachments:

1. Cy OPM 
dtd 13 Oct 55
2. Cy Ltr on Preparation of Career Plans

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